



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

REPLY TO
ATTENTION OF:

NOV 05 2010

IMSE-POL-PW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum DPW-02 – JRTC and Fort Polk Energy Conservation Measures

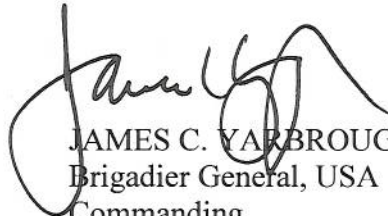
1. Purpose. This memorandum establishes installation policy and expectations concerning specific measures to be taken in all Fort Polk facilities to eliminate energy waste and improve energy efficiency.
2. Applicability. This policy applies to all Soldiers and their Family members, Department of the Army civilian and contract employees, and tenants stationed or working at the JRTC and Fort Polk.
3. General. Energy represents a significant portion of installation operational costs. In these tough times of fiscal constraints, it is critically important that each of us change our consumptive behavior and practice energy conservation. Studies have shown that energy costs can be reduced by 20 to 40 percent if community members make a conscious and determined effort to carry out simple conservation measures.
4. Policy.
 - a. Objective. The JRTC and Fort Polk will reduce its energy use to lower operating costs and meet Federal mandates for energy conservation. In accordance with Executive Order 13423, we will reduce our installation-wide energy use by at least three percent annually. Achieving this goal will require each of us to develop an awareness of how and where energy is consumed in our operations and to change our behaviors to minimize energy waste. Everyone must incorporate energy conservation as part of the way that we live, work, train and play.
 - b. Tasks.
 - (1) All members of the JRTC and Fort Polk community will use energy wisely and efficiently in carrying out their assigned duties. All installation facilities and activities will be monitored and controlled to maximize the application of energy conservation measures.
 - (2) All members of the JRTC and Fort Polk community will become knowledgeable of the specific guidance in Appendix A and will practice all measures as appropriate in their work areas.

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5. Responsibilities. All JRTC and Fort Polk personnel will ensure the intentions of this policy are incorporated into all activities conducted on this installation.
6. This policy will remain in effect until superseded or rescinded.
7. Proponent for this policy is the Directorate of Public Works, at COMM (337) 531-4561 or DSN 863-4561.

Encl
Appendix A



JAMES C. VARBROUGH
Brigadier General, USA
Commanding

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APPENDIX A

Command Policy Memorandum DPW-02, JRTC and Fort Polk Energy Conservation Measures

1. Every Soldier, Army Family member, Department of the Army civilian, civilian contractor, guest, and other agency employees will follow methods and procedures identified by unit or organizational Facility Managers (FMs), Energy Awareness Officers (EAOs), and Environmental Compliance Officers (ECOs) to better control and minimize the consumption of all forms of energy including electrical, natural gas and mobility fuel.

2. In addition, the following energy conservation measures will be implemented:

a. Consider participation in a government or civilian sponsored carpool or vanpool.

b. Implement the low-cost or no-cost energy conservation measures as delineated below:

(1) Computers and Monitors: Computers and monitors will be turned off every day when not actively in use (AR 420-1, Army Facilities Management, 12 February 2008, Chapter 22).

(2) Government Vehicles: Stop idling government vehicles when unattended or waiting for more than 30 seconds. Operators of government vehicles found idling will be cited.

(3) Interior Lights: Turn off interior lights in all unoccupied areas, even when one intends to return immediately.

(4) Office Equipment: Scanners, copy machines, faxes, printers, and other such equipment will be shut off when not in use. All individual printers will be removed, only network printers are authorized.

(5) Heating and Air Conditioning Equipment: Program all facility and building thermostats to revert to setback temperatures (80 degrees during summer and 68 degrees during winter) on all heating, ventilation, and air conditioning equipment, including window air conditioners during non-duty hours. Manually setback temperatures on equipment without programmable thermostats at the end of each work day.

(6) Outdoor Lighting: Turn off outside lights on all facilities and buildings during the daylight hours. Organizations with vending machines in the area will contact the contractors of those machines and require all machines to have their light bulbs removed (delamped). Seek changes to the contracts with vending machine owners to avoid providing utilities to vendors without requirement to pay a utility charge.

(7) Light Bulbs: Existing incandescent bulbs will be replaced with compact fluorescent, fluorescent, LED, or Energy Star-rated laminars. Remove all incandescent lights from supply inventories and prohibit the purchase of incandescent replacement bulbs by units on the installation.

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(8) Doors and Windows: Doors and windows between conditioned spaces and non-conditioned spaces should not be rigged to stay open. Heating and cooling of vestibules (entry areas) should be eliminated, except to prevent freezing of pipes in those areas. Thermostats for heating of vestibules should be set at no higher than 45 degrees and, in most cases, can be set at 40 degrees where the weather stripping is properly installed for entry doors. Air conditioning of vestibules should be shut off.

(9) Personal Equipment: Personally-owned appliances may be approved under certain circumstances recognizing a legitimate need such as a personal medical condition requiring refrigeration of medicines or physical disability requiring personal electrical appliances (such as nebulizer or particulate filter). These cases will be considered on a case-by-case basis with concurrence by the labor relations office and approved by the Garrison Commander. All personal appliances should meet Energy Star® standards where appropriate and available.